

### **Ad Hoc Report Request**

Ad Hoc reporting capability will be used for KEES operations to provide leadership, management and staff the ability to review data and information stored in the KEES database that is not already available in an existing KEES report or Data View.

The 'KEES Ad Hoc Report Request 'form will be used to submit a request for an Ad Hoc KEES Report. ..

1. Initiator completes the 'KEES Ad Hoc Report Request 'form.
2. Initiator submits the 'KEES Ad Hoc Report Request 'form to the KEES Business Support Team via email:  
[KEESBusinessSupportTeam@Kees.ks.gov](mailto:KEESBusinessSupportTeam@Kees.ks.gov)